

Hampton School District Policy

Section: K
Code: KF-R
Title: Use of School Facilities-
Regulations/Form
Category: R (Recommended)
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USE OF SCHOOL FACILITIES—REGULATIONS/FORM

1. All academic use requests must be made in writing to the building Principal at least 14 days prior to the date of use.
2. All athletic and local groups such as—religious, cultural, fraternal, patriotic, political, service, and duly established charitable organizations when **no** admission is charged and/or other profit-making activity engaged in—must submit requests in writing to the Facilities Manager.
3. The Facilities Manager will be responsible for maintaining an accurate calendar of all uses of school facilities by school and community groups.
4. Renters are restricted to the dates and hours approved and to the building area and facilities specified, unless requested changes are approved by the building Principal or Facilities Manager.
5. The cafeteria and gymnasium shall not be made available on school days to the renter for any kind of preparation before 4:30 p.m.
6. Arrangements must be made in advance with the building Principal/Facilities Manager if preparations are to be made earlier than the day of the event.
7. No decorations or fixtures will be attached to walls, floors, ceilings, ceiling fixtures, windows, casings, doors, or stage, in any manner, except by permission of the Principal.
8. There shall be no smoking in school buildings or on school grounds.
9. There shall be no intoxicating beverages or non-prescribed controlled drugs of any kind in the building or on school property.
10. There shall be no refreshments prepared or consumed in the building except in the cafeteria or specially designated areas by the Principal. Cafeteria and kitchen equipment may be used only under the direction of school employees directly connected with the usual operation of such equipment.
11. Weapons are not permitted on school property.
12. There shall be no changes in the lighting arrangements, unless permission has been granted by the Principal. Under no condition shall there be any tampering with light controls. All stage rigging, lighting, etc. must be operated by the Principal or a qualified person designated by him/her.
13. Persons or organizations renting the gymnasium or cafeteria shall clear the area(s) of their equipment by 7:00 a.m. the following day if the day following the event is a school day or by noon if the day following is not a school day. Additional custodial charges may be incurred if a custodian is assigned to supervise the clearing away on the following day.
14. Renters are required to provide their own liability insurance and to present a certificate endorsed to name the District as an additional insured. The certificate must be available no later than 48 hours prior to the event.
15. Audio-visual equipment owned by the school may be operated only under conditions as specified in 12 above.

Adopted: **DATE:** October 12, 2010
Reviewed: Sept. 1, 2010
Revised: December 13, 2005
Cancellation: Replaces KG-R

USE OF SCHOOL FACILITIES—REGULATIONS

(continued)

16. Locker and shower areas will be used under proper supervision and left in the same condition in which they were found.
17. Organizations wishing to bring equipment into the school building or on school property must make arrangements at the time the request for use is made.
18. The suspension and/or alteration of these regulations are at the discretion of the School Board.
19. The Board reserves the right to deny access to any group not complying with these regulations.
20. The fee schedule for use of facilities will be updated on an annual basis.
21. In order to allow for proper maintenance and prevent excess wear and tear on facilities, the Board reserves the right to refuse or limit the use of facilities and athletic fields.

SECURITY

Principals are responsible along with the Facilities Manager for activities in their buildings and will make necessary arrangements for locking and unlocking buildings.

USE OF CUSTODIANS

School custodians will be on duty at the discretion of the Principal and Facilities Manager.

RENTAL FEE REGULATIONS

There will be no charge for:

- A. Hampton schools activities or affiliated groups such as PTA and teacher organizations.
- B. Activities of youth organizations that have open membership (e.g. 4-H, Boy or Girl Scouts, etc.). Provided such activities are supervised by persons approved by the Principal.
- C. Activities and/or fund raising events by local organizations for the benefit of the schools or youth of the community.
- D. Municipal community programs run by the town and appropriately scheduled.

Adopted: DATE: October 12, 2010
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USE OF SCHOOL FACILITIES—REGULATIONS

(continued)

For other uses, fees will be charged:

- A. Religious, cultural, fraternal, educational, athletic, patriotic, political, and fund raising organizations using the school building or other facilities shall be charged a rental fee. Checks are to be drawn to the Hampton School District and all payments must be in advance.
- B. For the above activities there will be an additional charge for custodial services which shall be paid an initial fee by the individual, group, or organization of \$50.00 which will be used to pay the first 4 hours. Additional hours will be paid at a rate according to contract. At no time shall a person be paid directly by the organization.
- C. This policy is to cover all buildings and facilities within the Hampton School District.
- D. A breakage deposit will be required at the discretion of the Principal.

RENTAL FEES

Rental fees are charged on a minimum of four hours and a maximum of six hours. Payment will be made to the Hampton School District and sent directly to the Office of the Superintendent of Schools.

Gymnasium	\$100
Kitchen.	\$ 50
Cafeteria.	\$ 50
Cafeteria and Kitchen.	\$ 75
Classroom.	\$ 25
Annex/Conference	\$ 25

EMPLOYEE FEES

Employees fees are charged based on a minimum of four hours. Payment will be made to the Hampton School District and sent directly to the Office of the Superintendent.

Custodians—	first four hours.	\$50
	per hour thereafter	according to contract
Cafeteria worker—	first four hours	\$50
	per hour thereafter	according to contract
Cafeteria assistants—	first four hours	\$30
	per hour thereafter	according to contract

Adopted: October 12, 2010
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USE OF SCHOOL FACILITIES—REGULATIONS

(continued)

RESPONSIBILITY OF RENTING ORGANIZATION

The renting individual, group, or organization will be responsible for adhering to all sections of this policy as well as the following provisions:

When a renting organization charges admission:

- A. All pertinent town ordinances and state statutes will be obeyed.
- B. If deemed necessary by the school Principal and Facilities Manager, police protection and/or supervision must be furnished.
- C. All state statutes in regard to admission tax, tickets, and signs must be obeyed.

Renting organizations will accept responsibility for:

- A. The proper use of the facility and/or building and the adult supervision of the activity.
- B. Payment for damages or breakage and for police protection and/or supervision, when necessary.
- C. Where required proper insurance coverage and written proof of such must be on file with the Superintendent of Schools. (see Special Events Liability Insurance Program manual on file at SAU #21 Office, Hampton)

Adopted: **DATE:** October 12, 2010
Reviewed: Sept. 1, 2010
Revised: December 13, 2005
Cancellation:

USE OF SCHOOL FACILITIES—FORM
HAMPTON SCHOOL DISTRICT
APPLICATION FOR USE OF SCHOOL FACILITIES

Complete and submit this form to the building Principal and/or Facilities Manager of the appropriate Hampton School. Upon approval of the request, the Principal/Facilities Manager will send you a Facilities Use Permit. The School District reserves the right to find alternative, mutually agreed upon school space, or to reschedule this event, up to six weeks (42 days) prior to the event, if an unforeseen circumstance occurs. After six weeks, this application (signed by the Principal or School Administrator) constitutes a valid contract for the use of school facilities indicated below.

1. Today's Date: _____
2. Name of Organization/Event Sponsor: _____
Description of Event: _____
3. School Facilities Desired: _____
4. Weekday(s)/Date(s) the facilities will be used and estimated number of attendees per date including spectators:

_____/_____/_____
Weekday/ MMDDYY / #

_____/_____/_____
Weekday/ MMDDYY / #

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Weekday/ MMDDYY / #

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Weekday/ MMDDYY / #

_____/_____/_____
Weekday/ MMDDYY / #

5. Total expected Participants: * _____
6. Daily hours desired, including set up: _____
7. Will admission be charged? (Circle One) **YES** **NO**
8. Insurance: IT IS AGREED that in consideration for allowing the rental of school facilities and in full recognition of the School Board's fiduciary responsibility to protect school property and assets, the Organization/Event Sponsor hereby covenants and agrees at all times to indemnify and hold harmless the School District, it's School Board, officers, and employees to the fullest extent permitted by law, from any and all claims, damages, losses, and expenses, including, but not limited to, reasonable attorneys' fees and legal costs, arising out of the use of these rental premises and all school facilities by the Organization/Event Sponsor, it's School Board, officers, employees, agents, representatives, contractors, customers, guests, and invitees.

*Due to the locking of security gates during non-school hours, the number of persons allowed in the middle school gymnasium cannot exceed 300 persons.

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HAMPTON SCHOOL DISTRICT
APPLICATION FOR USE OF SCHOOL FACILITIES

REQUIRED EVIDENCE OF INSURANCE

_____ () The Organization/Event Sponsor maintains Commercial General Liability coverage of at least \$1 million per occurrence. A Certificate of Insurance endorsed to name the School District as an Additional Insured will be provided before any use of the facility.

9. Persons responsible during event: _____

10. Phone number of above: _____

11. On behalf of the Organization/Event Sponsor, I hereby certify that I have read and shall abide by the regulations governing the use of school facilities, which are owned by the School District. I agree to provide adequate adult supervision at all times during the use of the facilities and will assume full responsibility for all fees, charges, and damage claims resulting from such use of school facilities.

Signature of Event Sponsor: _____ Address: _____

Telephone Number: _____

*****SCHOOL OFFICE USE ONLY*****

Application for Use of School Facilities described above is:

() Approved

() Disapproved

Estimated Charges:

Custodial: No Yes Amount: _____

Facility: No Yes Amount: _____

Utilities: No Yes Amount: _____

Insurance Premium Fee: No Yes Amount: _____

Other Charges: _____

Total Estimate: _____

Principal or Designee: _____ Date: _____

Comments: _____